

FINANCIAL SERVICES



MISSION STATEMENT

The Financial Services Department is committed to quality and excellence ensuring the financial integrity of the City and its related agencies while providing efficient, courteous service.

ABOUT FINANCIAL SERVICES

The Financial Services Department is responsible for providing quantitative financial information as well as qualitative fiscal management of City funds. This enables the City Council, City departments and agencies to make informed decisions on the allocation of available resources through the careful analysis of revenues and expenditures. The department also maintains a balanced City budget, and provides the City's financial condition and the results of its operations in the fiscal year-end Comprehensive Annual Financial Report (CAFR).

The department provides a wide range of services including budget, purchasing, accounts receivable and revenue collection, fixed asset management, payroll, accounts payable, accounting, deferred compensation administration, Public Employees' Retirement System (PERS) reporting, debt management, and internal audit management.

OBJECTIVES

The Financial Services Department closely adheres to the City Council's adopted Financial Policies and administers the City's fiscal operations in conjunction with the City's Ten-Year Strategic Plan Goals. These include maintaining a balanced operating budget for all governmental funds, monitoring all proprietary funds to ensure that they remain self-supporting, maintaining appropriate reserves, and complying with all bond covenants. The City and its related agencies bonded indebtedness will continue to be monitored including debt service payments, bondholder relations, arbitrage coordination, continuing disclosure requirements and internal controls.

The Department will comply with the changes in reporting requirements and adhere to the principles of the Governmental Accounting Standards Board (GASB). Staff will provide ongoing training and support to City employees in the Oracle financials module and maintain a high level of customer service to the other departments, residents and businesses.

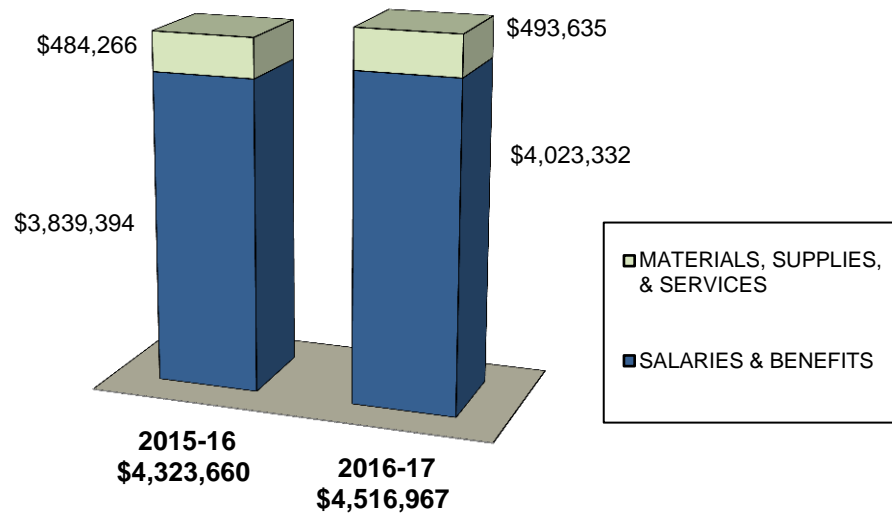
The Department will continue to produce an award winning Annual Budget, CAFR and Capital Improvement Program (CIP) Budget that is recognized by both the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO).

DEPARTMENT SUMMARY

	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
Staff Years	32.800	32.800	32.800	
Salaries & Benefits	\$ 3,712,013	\$ 3,839,394	\$ 4,023,332	\$ 183,938
Materials, Supplies & Services	420,326	484,266	493,635	9,369
TOTAL	\$ 4,132,339	\$ 4,323,660	\$ 4,516,967	\$ 193,307



DEPARTMENT SUMMARY



2015-16 WORK PROGRAM HIGHLIGHTS

- Adopted a balanced budget totaling approximately \$654 million.
- For the 24th year in a row, the City received the Government Finance Officers Association's (GFOA's) Distinguished Budget Presentation Award for FY 2015-16. This is the highest form of recognition in governmental budgeting.
- The City's FY 2015-16 Adopted Annual Budget and Capital Improvement Program (CIP) Budget received the Excellence in Operating Budget Award and Excellence in Capital Budget Award by the California Society of Municipal Finance Officers (CSMFO).
- For the 32nd consecutive year, the Comprehensive Annual Financial Report (CAFR) received the GFOA's annual national achievement award.
- Received the 2015 Achievement of Excellence in Procurement (AEP) award through the National Procurement Institute (NPI).
- Implemented the Hyperion Public Sector Planning and Budgeting (PSPB) software for all City departments as part of Phase 4 of the Burbank Oracle Systems Support (BOSS) project, in collaboration with the Information Technology Department and Burbank Water and Power.
- Continued Accounting reorganization of fund management and provided employee cross-training.
- Completed monthly spendable fund balance reports to evaluate fund performance. This includes evaluating fund performance based on cash flow, asset/liability valuations and reserves, and addressing legislative risks that may affect future revenues and increasing expenditures.
- Coordinated the audits for the Transient Occupancy Tax and Transient Parking Tax to ensure compliance with the City's code and ordinances.
- Facilitated internal audits including special audits on citywide cash handling and Paramedic billing procedures.
- Updated citywide Administrative Procedure for Petty Cash to improve the use and appropriateness of small dollar amount payments.
- Completed the Retired Senior Volunteer Program federal audit, which occurs every 6 years.
- Implemented GASB 68 Net Pension Liability into the City's Comprehensive Annual Financial Report (CAFR).
- Completed a collections desktop manual to document collection processes and procedures and provide guidelines to staff.
- Created Administrative Procedures for Collection Service Requests and Bad Debt Write-off.
- Completed procurement process for the lease of Multi Functional Printer (MFP) equipment for all City departments.
- Transitioned all annual Instructional Service Agreements from Check Payment Request (CPR) to purchase orders, increasing process integrity and accountability.
- Developed an on-line Bid Schedule report for departments to utilize to plan and track progress of construction projects.
- Launched OpenGov, a cloud-based financial data and analysis platform that allows local governments to share financial data and analysis with the public. This will increase transparency and provide more accessible financial information for the Burbank community.



2016-17 WORK PROGRAM GOALS

- Submit an award winning Comprehensive Annual Financial Report (CAFR), Budget and CIP.
- Earn the 2016 Achievement of Excellence in Procurement (AEP) award through the National Procurement Institute (NPI).
- Maintain a balanced City budget and update the 5-year financial forecast to address any future projected budget shortfalls and forecast within + or - 3% of actual results.
- Monitor CalPERS pension costs and incorporate the fiscal impact into the Budget and the five-year financial forecast.
- Update and monitor spendable fund balance reports for City funds on an ongoing basis.
- Coordinate internal controls evaluation and documentation for departments to ensure appropriate internal controls and safeguards are in place.
- Coordinate Transient Occupancy Tax and Transient Parking Tax audits and other special audits.
- Implement any newly issued Governmental Accounting Standards Board (GASB) pronouncements. Following GASB helps assure the public and the financial community that the City's finances are being handled competently.
- Monitor appropriate accounting policies and procedures for the former Redevelopment Agency and its Successor Agency and determine its fiscal impact to the five-year financial forecast.
- Meet all required reporting for State, Federal and other governmental agencies and submit the annual State Controller's Report.
- Explore options to automate the Comprehensive Annual Financial Report (CAFR) process.
- Work with the Information Technology Department and City Treasurer's Office to implement electronic payment option for vendors through Accounts Payable.
- Explore implementation plan for Oracle Time and Labor employee self-service with Burbank Water and Power.
- Update the Administrative Procedures for Travel and Business Expense Reimbursements.
- Create an Administrative Procedure for user access and internal controls of the Oracle Financial System.
- Continue process improvements within the Oracle Hyperion Public Sector Planning and Budgeting module by expanding the use of budget forms, creating new reports to enhance the budget book, and streamlining the capital budgeting process.
- Conduct citywide training on implementing the Administrative Procedures for debt write-off and collection referral.
- Create a training manual for the Oracle Advanced Collections module.
- Complete citywide fee study and cost of service analysis by incorporating approved changes within the citywide fee schedule.
- Work with the City Attorney's Office to update the Purchasing Code to increase transparency, reflect changes in technology and City structure and make the Code consistent with the City Charter.
- Update the Administrative Procedures for Purchasing and the Disposition of Personal Surplus Property.
- Evaluate legal and functional feasibility of receiving all Bid Schedules electronically.
- Complete the roll-out of new Multi Function Printer (MFP) equipment to all City Departments.
- Work with City Manager's Office and other departments and explore citywide infrastructure priorities and funding sources.

Accounting/Administration Division

001.FN01A



The Accounting/Administration Division is responsible for the development, implementation, and maintenance of effective financial accounting systems and controls. The Division provides for management control over the City's financial operations by ensuring the ability to present fairly, and with full disclosure on a timely basis, the financial position of the City. This division is responsible for the development of long range financial planning and fiscal support functions to other City departments and other responsible agencies. Payroll, debt management, deferred compensation/PERS reporting, accounts payable, accounting and financial reporting, as well as managing of internal audits are handled in this division.

OBJECTIVES

- Complete month-end closings of all Oracle financial modules in a timely manner.
- Issue the June 30, 2016 Comprehensive Annual Financial Report (CAFR) that meets the GFOA award program guidelines for excellence in financial reporting.
- Coordinate Annual Financial Audit with outside auditors.
- Provide initial and ongoing training for all Oracle Financial users.
- Complete State Controller's Reports, Street Reports, and Comprehensive Annual Financial Reports (CAFR's) within applicable deadlines.
- Work with Information Technology to implement on-going enhancements for the Enterprise Resource Planning (ERP) system.
- Work with other departments to update and maintain a five-year cash flow analysis for Refuse, Sewer, Golf, Gas Tax, Parking Authority, Transportation funds, Housing funds, and Internal Service funds.
- Issue all employee and vendor tax statements accurately and within applicable deadlines.
- Perform system requirements documentation with the Information Technology Department.
- Facilitate debt administration for all bond issues.
- Enhance interdepartmental communications and customer service through ongoing training and department meetings.
- Coordinate the City's Internal Audit Program.
- Update monthly spendable reports of most funds.
- Utilize technology to enhance the presentation of the CAFR.
- Ensure all employee and vendor payments are processed on time and in compliance of City, State and Federal requirements.
- Ensure all biweekly, quarterly and annual tax remittances and report filings are completed accurately and on time.

CHANGES FROM PRIOR YEAR

Funds in the amount of \$5,000 are budgeted for reporting requirements under GASB 68, which mandates employers to recognize a liability as employees earn their pension benefits. Reporting services will be provided by CalPERS. Additional funds for staff training and travel have also been budgeted for educational courses in governmental accounting.

Accounting/Administration Division

001.FN01A



	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PRIOR YEAR
Staff Years	17,800	17,800	17,800	
60001.0000 Salaries & Wages	\$ 1,444,577	\$ 1,487,061	\$ 1,538,575	\$ 51,514
60006.0000 Overtime - Non-Safety	790	5,000	5,000	
60012.0000 Fringe Benefits	298,449	267,578	281,350	13,772
60012.1008 Fringe Benefits:Retiree Benefits	500	8,964	13,457	4,493
60012.1509 Fringe Benefits:Employer Paid PERS	284,995	321,405	332,477	11,072
60012.1528 Fringe Benefits:Workers Comp	21,499	20,095	29,554	9,459
60015.0000 Wellness Program Reimbursement	225			
60022.0000 Car Allowance	4,333	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety		21,562	22,298	736
60031.0000 Payroll Adjustments	1,285			
Salaries & Benefits	2,056,653	2,136,153	2,227,197	91,044
62085.0000 Other Professional Services	\$ 94,780	\$ 193,332	\$ 198,332	\$ 5,000
62170.1001 Contractual Services:Temp Staffing	28,086			
62300.0000 Special Dept Supplies	6,334	6,200	6,200	
62310.0000 Office Supplies, Postage & Printing	13,366	9,624	9,624	
62420.0000 Books & Periodicals	498	860	500	(360)
62440.0000 Office Equip Maint & Repair	545	200	200	
62455.0000 Equipment Rental	12,378	12,000	12,000	
62470.0000 Fund 533 Office Equip Rental Rate	634	634	634	
62485.0000 Fund 535 Communications Rental Rate	16,907	16,907	17,330	423
62496.0000 Fund 537 Computer System Rental	22,264	54,204	54,829	625
62700.0000 Memberships & Dues	1,415	1,469	1,369	(100)
62710.0000 Travel	4,878	4,629	6,495	1,866
62755.0000 Training	9,083	4,181	5,741	1,560
62895.0000 Miscellaneous Expenses	2,059	1,625	1,625	
Materials, Supplies & Services	213,226	305,865	314,879	9,014
Total Expenses	\$ 2,269,878	\$ 2,442,018	\$ 2,542,076	\$ 100,058

Budget/Purchasing/Revenue Division

001.FN02A



This Division is made up of three sections. The Budget Section's main function includes the preparation, development and publication of the Annual Adopted Budget and the Capital Improvement Program (CIP) budgets. The Budget staff works with all City departments in obtaining revenue estimates, analyzing expenditures and assisting on budget amendments during the fiscal year. The Budget Section submits a Proposed Budget document to Council for review prior to adoption. This section also provides reports regarding the financial status of the City during the fiscal year.

Purchasing provides centralized control over the issuance of purchase orders and contracts with respect to the procurement of goods and services, and provides administrative management of the City's procurement card program.

The Revenue Section is responsible for managing the revenue operations of the City by monitoring the City's major revenues, such as Sales Tax and Property Tax. It is also responsible for the City's billed receivables, including the collection of citywide delinquent accounts. This section also handles grants management and revenue forecasting.

OBJECTIVES

- Prepare, publish and maintain a balanced Annual Operating and CIP Budget.
- Anticipate potential economic impacts from changing conditions, State budget impacts to Burbank, State and Federal legislation to the City, and recommend and/or take measures to mitigate or minimize those impacts.
- Coordinate the annual cost allocation plan.
- Prepare the annual update of the Burbank Fee Schedule.
- Provide ongoing training to all departments on the Oracle Purchasing and Accounts Receivable modules.
- Enhance interdepartmental communications and customer service through ongoing training and department meetings.
- Support Citywide purchasing needs by assisting departments in preparing bid specifications and request for proposals as well as negotiating contract terms.
- Provide the City Manager and City Council ongoing status reports on the City's financial condition.
- Administer the City's billed receivables and maintain the collection of delinquent accounts for all departments.
- Provide departments with analytical support for special studies such as revenue analysis for proposed new fees and funding sources.
- Facilitate the budget process using the Oracle Hyperion Public Sector Planning and Budgeting module.

CHANGES FROM PRIOR YEAR

Additional funds for staff training and travel are budgeted for educational courses in governmental accounting and budgeting.

Budget/Purchasing/Revenue Division

001.FN02A



	EXPENDITURES FY2014-15	BUDGET FY2015-16	BUDGET FY2016-17	CHANGE FROM PREVIOUS YEAR
Staff Years	15,000	15,000	15,000	
60001.0000 Salaries & Wages	\$ 1,166,019	\$ 1,188,663	\$ 1,241,662	\$ 52,999
60006.0000 Overtime - Non-Safety	1,160	500	500	
60012.0000 Fringe Benefits	244,768	222,872	234,791	11,919
60012.1008 Fringe Benefits:Retiree Benefits	400	7,470	11,340	3,870
60012.1509 Fringe Benefits:Employer Paid PERS	227,269	252,920	268,447	15,527
60012.1528 Fringe Benefits:Workers Comp	13,887	13,580	21,391	7,811
60027.0000 Payroll Taxes Non-Safety		17,236	18,004	768
60031.0000 Payroll Adjustments	1,858			
Salaries & Benefits	1,655,361	1,703,241	1,796,134	92,893
62085.0000 Other Professional Services	\$ 125,545	\$ 103,198	\$ 103,198	
62170.1001 Contractual Services:Temp Staffing	26,412			
62220.0000 Insurance	12,878	9,263	6,284	(2,979)
62300.0000 Special Dept Supplies	6,070	4,578	4,578	
62310.0000 Office Supplies, Postage & Printing	7,309	6,350	6,350	
62420.0000 Books & Periodicals	193	100	100	
62440.0000 Office Equip Maint & Repair	195	200	200	
62455.0000 Equipment Rental	6,457	10,600	10,525	(75)
62470.0000 Fund 533 Office Equip Rental Rate	647	647	647	
62485.0000 Fund 535 Communications Rental Rate	5,027	5,027	5,152	125
62496.0000 Fund 537 Computer System Rental	9,119	28,648	28,891	243
62700.0000 Memberships & Dues	1,580	1,670	1,745	75
62710.0000 Travel	2,641	3,090	4,956	1,866
62755.0000 Training	1,877	4,180	5,280	1,100
62895.0000 Miscellaneous Expenses	1,150	850	850	
Materials, Supplies & Services	207,099	178,401	178,756	355
Total Expenses	\$ 1,862,460	\$ 1,881,642	\$ 1,974,890	\$ 93,248

FINANCIAL SERVICES

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2014-15	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	CHANGE FROM PREVIOUS YEAR
INTERMEDIATE CLK	2.000	2.000	2.000	
SUPVG ACCOUNT CLK	1.000	1.000	1.000	
SR CLK	1.000	1.000	1.000	
ACCOUNT CLK	4.800	4.800	4.800	
ACCOUNTANT	3.000	3.000	3.000	
ADM ANALYST I (Z)	1.000	1.000	1.000	
ADM OFFICER	1.000			
EXEC AST	1.000	1.000	1.000	
BUDGET MGR		1.000	1.000	
FINANCIAL SRVS DIR	1.000	1.000	1.000	
BUYER I	1.000	2.000	2.000	
SR ACCOUNTANT	1.000	1.000	1.000	
PAYROLL TECH II	1.000	1.000	1.000	
DEP FINANCIAL SRVS DIR	2.000	2.000	2.000	
BUYER II	2.000	1.000	1.000	
SR ADM ANALYST (M)	1.000	1.000	1.000	
PURCHASING MGR	1.000	1.000	1.000	
ACCTG&AUDIT MGR	1.000	1.000	1.000	
FINANCIAL SYS MGR	1.000	1.000	1.000	
PRIN ACCOUNTANT	1.000	1.000	1.000	
SR COLLECTIONS SPECIALIST	1.000	1.000	1.000	
ADM ANALYST II (M)	2.000	2.000	2.000	
GRANTS&REVENUE MGR	1.000	1.000	1.000	
SR ADM ANALYST (Z)	1.000	1.000	1.000	
TOTAL STAFF YEARS	32.800	32.800	32.800	